



Maryland's Human Services Agency

DEPARTMENT OF HUMAN SERVICES
Prince George's County Department of Social Services

SMALL PROCUREMENT SOLICITATION FOR
Job Access and Reverse Commute

eMMA:BPM025709
DHS AGENCY CONTROL NUMBER: PGCDSS/FID/FY22-004

1. SUMMARY STATEMENT

The Prince George's County Department of Social Services (PGCDSS), a local department of the State of Maryland Department of Human Services (DHS) is requesting proposals for its Job Access and Reverse Commute (JARC) program, to serve those customers seeking Family Investment Division (FID) program services. The period of performance will be from date of award through June 30, 2022, with an extension through June 30, 2027.

2. BACKGROUND

The JARC program was established to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment. Many new entry level jobs are in suburban areas. Low-income residents from urbanized and rural areas have difficulty accessing these jobs. In addition, many entry level jobs require working late at night or on weekends when conventional transit services are either reduced or non-existent. Finally, many employment related trips are complex and involve multiple destinations including reaching daycare facilities or other services.

3. SCOPE OF THE PROJECT

It is through this contract the Prince George's County Department of Social Services intends to provide services for job-related mobility needs of transportation to disadvantaged Temporary Cash Assistance (TCA) recipients.

The awarded contractor will provide:

- Mobility management to include short range planning to improve the coordination with public transportation activities and other transportation-service providers.
- Mobility management as needed and required for disabled TCA recipients(s).
- Track funds disbursement with justification for fiscal management and monthly reporting with quality review and supportive services that assist with mobility needs.

4. BIDDER/OFFEROR QUALIFICATIONS

Recipient of this award must have the experience of providing job-related mobility transportation needs and managing coordination with public transportation for Temporary Cash Assistance (TCA) customers.

5. CONTRACTOR REQUIREMENTS

Provide transportation assistance subsidy to 120 Temporary Cash Assistance (TCA) customers who obtained or were placed on new job but expressed transportation barriers. The assistance is \$50 per month for up to a maximum of three months to enable the participant to transition from TCA recipient to independence.

6. CONTRACT TERM AND DELIVERABLES

The initial contract term, resulting from this solicitation will commence on date of award through June 30, 2022, with an extension through June 30, 2027, at the discretion of the agency.

7. STATE PROJECT MANAGER

The State Project Manager for this Contract is:

Ignatius Iwuala, Assistant Director
Family Investment Division
805 Brightseat Road
Landover, MD 20785
Ignatius.iwuala@maryland.gov

After Contract award, this person will serve as the primary point of contact for the Contractor regarding the Contract resulting from this RFP. However, for certain contract related actions the Procurement Specialist may communicate with the Contractor.

8. SUBMISSION INFORMATION

One (1) electronic proposal must be submitted through eMaryland Marketplace Advantage (eMMA) **by 4:00pm on September 10, 2021** in order to be considered. Requests for extension of this date or time shall not be granted.

Mailed or Faxed Proposals are prohibited. Proposals or unsolicited modifications to Proposals arriving after the closing time and date will not be considered, except under the conditions identified in COMAR 21.05.02.10 B and 21.05.03.02 F.

Electronic Proposals must be submitted to:

eMaryland Marketplace Advantage: eMMA
All electronic proposals must be received via emma by 4:00pm on September 10, 2021

Technical Proposal

An electronic technical must be submitted and labeled "Technical RFP for Job Access and Reverse Commute" Fiscal Year 2022

Financial Proposal

An electronic financial must be submitted and labeled "Financial RFP for Job Access and Reverse Commute" Fiscal Year 2022

Note: No pricing information is to be included in the technical proposal. Pricing information is to be included only in the financial proposal.

Questions and Answers

All inquiries regarding this solicitation must be submitted to the Prince George's County Department of Social Services no later than September 9, 2021 to:

Yolanda Waugh, Issuing Officer

Yolanda.waugh@maryland.gov

Proposal submission to this solicitation shall not exceed five double spaced, typed, and numbered pages (excluding Transmittal Letter & Attachments) for each service the Offeror is responding to and must include the following: Bid/Proposal Submission shall include:

(IF THIS IS SOLICITED AS AN RFP, ENTER THE FOLLOWING): A Transmittal Letter, printed on the vendor's letterhead. The purpose of this letter is to transmit the Proposal; therefore, it should be brief. The letter shall contain the title of the solicitation and include the Offeror's name, federal tax identification or social security number, eMaryland Marketplace number (if registered), and complete address. An individual, who is authorized to bind the firm to all statements, including services and prices, contained in the Proposal must sign the letter. The letter must also acknowledge receipt of any amendments issued against the solicitation. Failure to acknowledge receipt of amendments does not relieve the Offeror from complying with all terms of any such amendment.

Transmittal Letter: A transmittal Letter, printed on the Offeror's letterhead. The purpose of this letter is to transmit the Proposal; therefore, it should be brief. The letter shall contain the title of the solicitation and include the Offeror's name, federal tax identification or social security number, eMaryland Marketplace Advantage number (if registered), and complete address. An individual, who is authorized to bind the firm to all statements, including services and prices, contained in the Proposal must sign the letter. The letter must also acknowledge receipt of amendments does not relieve the Offeror from complying with all terms of any such amendment.

TECHNICAL PROPOSAL SUBMISSION

Company Profile: Describe your experience providing job-related mobility transportation needs to disadvantaged Temporary Cash Assistance (TCA) recipients. Include the lengths of time you have been providing these services and the specific agencies and businesses with whom you have worked. Copies of current resume(s), associated degree(s) and certificates/licenses to practice in the state of Maryland should be attached for all personnel providing the proposed services.

Scope of Services: This should contain a definitive description of the proposed plan to achieve the objective of this solicitation. Provide previous topics and copies of curricula proposed to be utilized for any job-related mobility needs of transportation experiences.

References: Provide three (3) written professional references that verify the Applicant(s)' capability to provide the proposed services. References must have direct knowledge of similar services provided by the Applicant during the last twenty-four months (24 months) and PGCDSS shall have the right to contact any reference listed. Separate references must be provided for each service being quoted.

FINANCIAL PROPOSAL SUBMISSION

Financial Proposal: This is a Small State Procurement Solicitation, **not to exceed \$20,750.00**. Proposed prices for both base year and option year(s) must be included at time of submission. The cost must be developed considering the scope of the proposed project. Prices should be inclusive of ALL related costs, but not limited to transportation and administrative overhead. Bid Form (ATTACHMENT A) must be included with submitted Financial Proposal. Offerors must include documentation attesting that they are not indebted to the State of Maryland.

***Failure to meet anyone of these requirements may cause the bid to be rejected.**

RECEIPT, OPENING, AND RECORDING OF PROPOSALS:

Receipt: Upon receipt, each Proposal and any timely modification(s) to a Proposal shall be stored in a secure place until the time and date set for proposal opening. Before Proposal opening, the State may not disclose the identity of any Offeror.

The Proposal Opening shall be by 12:00pm on September 14, 2021 at Prince George's County Department of Social Services, 805 Brightseat Road, Landover, MD.

Opening and Recording: Proposals and timely modifications to Proposals shall be opened publicly at the time, date and place designated in the Solicitation. The name of each Offeror, the total Financial Proposal, and such other information as is deemed appropriate shall be read aloud or otherwise made available.

9. SELECTION CRITERIA

Proposal shall be evaluated based on the following evaluation factors in the manner described below (listed in order of importance)

Technical Approach (40 points)

The Offeror will be evaluated on the Offeror's technical approach as demonstrated by experience in mentoring, facilitating groups, and training.

Offeror has demonstrated an understanding of the technical approach to fulfill the requirements of the Scope of Work.

Past Performance (20 points)

The Offeror will be evaluated on the Offeror's past performance and previous experience in performing services similar in those described in Scope of Work.

The Offeror has provided a list of references demonstrating experience within the last twenty-four (24) months providing job-related mobility management and transportation activities.

Staffing (15 points)

Offerors shall identify a range of key personnel that demonstrates the organization's ability to provide relevant experience, qualifications, skills, and abilities to meet the requirements of the scope of work, which includes experienced personnel to advertise, recruit, mentor, facilitate training/groups, and manage father engagement activities.

The Offeror's total technical score shall be determined by adding the offeror's score in each evaluation factor.

Reasonableness of Cost Proposal (25 points)

Procurement Officer will evaluate cost proposals for price reasonableness by performing a price analysis.

The Offeror's financial proposal shall be evaluated and scored after total technical scores are determined.

Note: Technical factors carry a higher weight than financial proposal.

10. BASIS FOR AWARD

The Contract will be awarded to the responsible Bidder whose submits a responsive Bid that meets the specifications set forth in the Small Procurement Solicitation, and provides the (*select one based upon type of solicitation*):

- a. Most Favorable Bid Price (Single-Step Sealed Bidding Solicitation)

In the event of tie bids, the provisions of COMAR 21.05.02.14 shall determine the successful bidder.

11. DEPARTMENT CONTRACT

The successful offeror will be expected to sign a contract with the Department, sample enclosed as **ATTACHMENT**.

12. CANCELLATION OF BIDS/PROPOSALS

The State may cancel this Solicitation, in whole or in part, whenever this action is determined to be fiscally advantageous to the State or otherwise in the State's best interest. If the Solicitation is canceled, a notice of cancellation will be provided to all prospective Bidders/Offerors who were sent this Solicitation or otherwise are known by the Procurement Officer to have obtained this Solicitation.

13. ACCEPTANCE OF BIDS/PROPOSALS (*choose one based on type of procurement*)

The State reserves the right to accept or reject any and all Bids/Proposals, in whole or in part, received in response to this Solicitation, or to waive or permit cure of minor irregularities to serve the best interests of the State of Maryland.

14. TIME OF BID/PROPOSAL ACCEPTANCE

The content of this Solicitation and the Bid/Proposal of the successful Bidder/Offeror or Bidders/Offerors will be included by reference in any resulting Contract. All prices, terms and conditions in the Bid/Proposal are irrevocable for 90 days after the closing date for receipt of Bids/Financial Proposals or Best and Final Offers, if requested (Note: Best and Final Offers **CANNOT** be requested for Bids). This period may be extended by written mutual agreement between the Bidder/Offeror and the requesting State organization.

15. PAYMENT

The successful contractor shall bill the Department monthly for father engagement groups, training, or public awareness. The monthly invoice must itemize the type of service delivery (i.e., task, training, group sessions, public awareness, group activity, etc.). Billing for groups shall include the group participants name and number of attendees.

Invoices must be addressed to:

Prince George's County Department of Social Services
Accounts Payable
805 Brightseat Road,
Landover, MD 20785

Invoices shall be emailed to State Project Manager to ensure timely payment.

All invoices must be signed, dated, and have individual invoice numbers in addition to including the Contractor's mailing address, the Contractor's Social Security number or Federal Tax ID number, the State's assigned Contract control number, the goods/services provided, the time covered by the invoice, and the amount of requested payment.

16. Compliance with Laws/Arrearages

By submitting a Bid/Proposal in response to this solicitation, the Bidder/Offeror, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract.

By submitting a response to this solicitation, each Bidder/Offeror represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and shall not become so in arrears during the term of the Contract if selected for Contract award.

17. Verification of Registration and Tax Payment

Before a business entity can do business in the State, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. For registration information, visit <https://www.egov.maryland.gov/businessexpress>.

18. PROCUREMENT METHOD (Mandatory Provision)

This award will be made in accordance with Code of Maryland Regulations (COMAR) 21.05.07, Small Procurement Regulations. Small procurement is defined as the use of procedures to obtain items reasonably expected by the Procurement Officer to cost \$50,000 or less.